

1. ILEA will create an account for the Acadis® portal for you. Your department CEO will receive your account information in email.

From: Indiana Public Safety Personnel Portal Administrator [dheald@ilea.in.gov]
Sent: Thursday, October 22, 2009 11:03 AM
To: John Doe [john.doe@emaildomain.com]
Subject: Indiana Public Safety Personnel Portal Welcome Information

An Indiana Public Safety Personnel Portal account has recently been created for you. This portal provides access information published to them by the Indiana Department of Homeland Security (IDHS) or the Indiana Department of Corrections (IDOC) in efforts to keep these records up-to-date.

For personnel affiliated with the IDHS, the portal provides access to the following:

- Viewing current status of IDHS certifications
- Registering for Emergency Management Administration (EMA) courses
- Renewing EMT certifications online

For personnel affiliated with the ILEA, the portal provides access for Agency Chiefs to the following:

- Reporting in-service training hours and events
- Reviewing reporting instructions for new hires and employment changes
- Registering agency officers online for Basic Law Enforcement Training, Basic Jail Training, or Basic

Click the following link to access the Indiana Public Safety Personnel Portal login page:

<https://acadisportalqa.in.gov/>

Use the login information below to access your account:

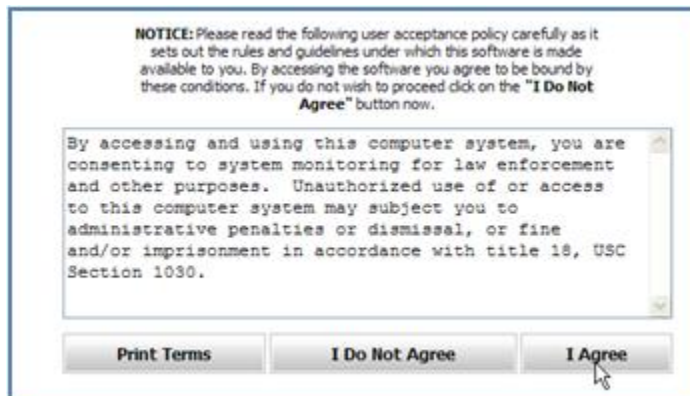
Username: john.doe@emaildomain.com
Password: 8eHpmY\$PYJ

You will be required to change your password upon first login.



2. Log into the Acadis® portal: <https://acadisportalqa.in.gov> with the username and password provided to you in email. If you have not received an email from the ILEA, contact Darlene Heald at (317) 837-3245.

3. On first login, you will be required to accept a 'Terms of Use' agreement:



4. You will also be required to change your password:

Setup Your Profile

Username brad.zehr@envisagenow.com


1. * Enter your current password:

2. * Enter your new password:

3. * Confirm your new password:

* Required Information

5. A 'Help Center' in the portal can guide you through the login process:

 Help Center

Enter Your Current Password
When setting up your profile, to verify your identity you are required to enter your current password.

- Your current password was provided to you in an email from your administrator.
- If you have requested a new password using the Forgot your password? link on the portal login page, you must use the password provided in the most recent email from your administrator. Previous passwords will no longer work.

Password Rules
Your new password must conform to certain rules to be accepted. Please review the rules below before entering your new password:

- A password is required

Confirm your new password
To ensure that you have typed your new password correctly, you are required to re-enter the new password to confirm.

6. Your 'Home' page should display the contact information, PSID and certification information for your department's CEO:

Home Registration Training

Dmitrius S Ansley

My Profile

Mailing Address 1456
Gatlinburg, TN 13275
(Sevier County)

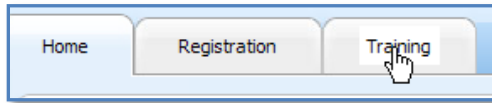
(586) 123-4823 x 962
Base12@gmail.com257

Academy ID 1023257

Certifications

No certifications exist.

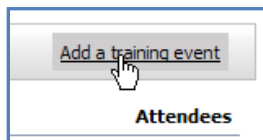
7. To report annual training, you will click the **Training** tab at the top of the page:



8. Initially, the page will look like this:

Training Events Monitor		
Add a training event		
Status	Events	Attendees
<input type="checkbox"/> Draft	0	0
<input type="checkbox"/> Submitted	0	0
<input type="checkbox"/> Approved	0	0
<input type="checkbox"/> Rejected	0	0

9. To add a report for training received, click on the [Add a training event](#) link above the **Attendees** column:



10. All fields with *red asterisks are required.

Add a Training Event

Training Description

Course No.

* Course Title

Shotgun Safety

* Start Date

2/17/2009

* End Date

2/17/2009

* Hours

4

11. In the **Official Provider / Certified Instructor** field, you should enter the training organization name, followed by the provider number, or the Instructor name, followed by the certification number:

Provider Type

* Type

Official Provider / Certified Instructor

Arlington Training Services : 659-85-14

OR

Provider Type

* Type

Official Provider / Certified Instructor

Charles Bowman : 83-101-405

12. In the events comment section at the bottom, the reporting department name should be listed.

Event Comments	
Comments	ADAMS POLICE DEPARTMENT

13. When finished, click **Add Attendees** at the bottom of the page:

Cancel	Save As Draft	Add Attendees
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14. Enter all attendees by providing SSN or PSID **only**. Do not search by name:

PSID	Last Name	First Name	Middle	SSN	
				191-11-8876	Clear Find



OR

PSID	Last Name	First Name	Middle	SSN	
8595-1548				- -	Clear Find



NOT

PSID	Last Name	First Name	Middle	SSN	
	Baese	Regan		- -	Clear Find



15. Exact matches on PSID will be added to the attendee list immediately:

PSID	Name (Last, First)	SSN	Primary Organization	
8595-1548	Baese, Regan T	xxx-xx-8876	Willamette University Campus Safety	Remove

16. Exact matches on SSN will display with a radio button to the left in a **Suggested Matches** list. Select the attendee, and click **Continue**:

The screenshot shows a web form titled "Attendees". At the top, there are input fields for "Academy ID", "Last Name", "First Name", "Middle", and "SSN". The "SSN" field contains "123-45-6789". Below these fields are "Clear" and "Find" buttons. A section titled "Suggested Matches (1)" contains a table with the following data:

Name (Last, First)	Academy ID	SSN	Primary Organization
<input checked="" type="radio"/> Balsamo, Jamil D	1023053	xxx-xx-6789	Tigard Police Department

Below the table is a radio button labeled "No Matches - I want to add a new person." At the bottom of the form are "Cancel" and "Continue" buttons. A red asterisk and the text "* Required Information" are at the bottom right.

17. Repeat the steps 13-15 to add more attendees as necessary.
18. When finished adding all attendees for a training event, click **Continue** to move on to the submission step:

PSID	Name (Last, First)	SSN	Primary Organization	
3610-0814	Adams, Matthew Russell	xxx-xx-8121	Sellersburg Police Department	Remove
2234-8814	Cortie, John Francis JR	xxx-xx-6597	Sellersburg Police Department	Remove

Below the table is a "Continue" button.

19. After reviewing all details of the Training Event Record to ensure accuracy, click the **Submit for approval** button. **Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.**

The screenshot shows two buttons: "Back" and "Submit for approval". A mouse cursor is pointing at the "Submit for approval" button.

20. You may review submitted events in the Submitted band of your Training Events Monitor. Click the "+" to open the Submitted section to review your events:

The screenshot shows the "Training Events Monitor" interface. At the top right is a link "Add a training event". Below is a table with columns: "Status", "Events", and "Attendees".

Status	Events	Attendees
<input type="checkbox"/> Draft	0	0
<input checked="" type="checkbox"/> Submitted	3	3

Below the table is a detailed view of the submitted event:

Course Title	Course No.	Starting	Ending	People Pending Approval	Tot. Attendees
Shotgun Safety		02/17/2009	02/17/2009	1	1

21. After a training event is approved by the Academy, it will move to the **Approved** section of your Training Events Monitor. Click the “+” to open the Approved section to review your approved events:

Training Events Monitor

[Add a training event](#)

Status	Events				Attendees	
<input type="checkbox"/> Draft	0				0	
<input type="checkbox"/> Submitted	2				2	
<input checked="" type="checkbox"/> Approved	1				1	
	Course Title	Course No.	Starting	Ending	People Pending Approval	Tot. Attendees
	Shotgun Safety		02/17/2009	02/17/2009	1	1

22. Should the Academy require corrections to your reported training, the event will be updated within the **Submitted** section of your Training Events Monitor. Click the “+” to open the *Submitted* section to review events periodically if they have not been approved, as further information or corrections may be required. You may be instructed to call the Academy to provide the needed information or corrections. To review further details, click the *Course Title* and read possible instructions provided in the Description by the ILEA.

Training Events Monitor						
Add a training event						
Status	Events					Attendees
<input type="checkbox"/> Draft	0					0
<input type="checkbox"/> Submitted	1					2
	Course Title	Course No.	Starting	Ending	People Pending Approval	Tot. Attendees
	CORRECTION NEEDED: Shotgun Safety	Call Darlene at 317-232-3564	02/17/2009	02/17/2009	0	2
<input type="checkbox"/> Approved	0					0